

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 15-157

OPEN TO:	Current Employees of the Mission	OPENING DATE:	October 13, 2015
TITLE:	Administrative Assistant (Procurement & GLAAS)	CLOSING DATE:	October 26, 2015
GRADE:	FSN-08	AGENCY:	USAID
POSITION NO:	80065-016	LOCATION:	Islamabad
SALARY:	Rs. 1,193,006/- P.A. (Starting salary)		

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Administrative Assistant (Procurement & Global Acquisition & Assistance System) for the Office of Executive Management in Islamabad. The position is classified at the FSN-08 grade level. The starting salary for this position is Rs.1,193,006 per annum and the maximum range is Rs. 2,215,389 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF DUTIES: The incumbent is a member of the Office of Executive Management with the responsibility for all administrative services and Global Acquisition & Assistance System (GLAAS) actions. The incumbent works actively in the EXO/Procurement office in the performance of the whole gamut of administrative procurement processes of the GLAAS system, to include: requisitioning, purchasing, Site Administrator, etc. For overseas procurement, provides appropriate shipping instructions to suppliers ensuring materials are shipped to the necessary USAID/Pakistan locations. The incumbent analyzes and liaises with International Cooperative Administrative Support Services (ICASS) Service Providers on ICASS Cost Centers Invoices, Workload Counts, Distribution Factors, etc. The incumbent reports to the Acquisition Specialist and has day-to-day management, technical, advisory and assistance tasks in the entire range of administrative functions in the EXO/Procurement Section and liaison to ICASS for all USAID/Pakistan ICASS services.

QUALIFICATION REQUIRED FOR FULL PERFORMANCE LEVEL:

EDUCATION: Successful completion of a college or university degree (fourteen years of education) in management, public administration, operations management, business administration is required.

EXPERIENCE: A minimum of three years related experience in administrative or operations management and procurement is required.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: Ability to become knowledgeable regarding all applicable USG regulations, laws, policies and requirements, such as the Administrative Directives System (ADS), Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), ICASS Directives, Guidelines and Systems, Federal Acquisition Regulations (FAR) and AID Acquisition Regulations (AIDAR), including applicable Department of State and other Standardized Regulations and Federal Travel regulations, pertaining to administrative management. Expert knowledge and understanding of state-of-the-art management practices and principles is required. Ability to become knowledgeable regarding regulations, policies and procedures bearing on project design, implementation and monitoring; methods of project financing and implementation; financial management and general administration is required; Requires familiarity with Pakistani business and commercial practices. Extensive background in administrative management operations and practices is essential for effective performance. The position requires the individual to serve as one of the two principal experts on administrative-related matters.

ABILITIES & SKILLS: A high level of analytical skills, professional expertise, and sound judgment is required. Management analysis skills are essential. Must have the ability to perceive quickly and accurately the status of programs and operations, analyze the causative factors and recommend creative solutions. Speed and quality of execution are key assets, as is high energy; Must be able to interact effectively with senior management and the private sector in order to convey expertise in administrative management advice and direction; Must be able to represent the organization effectively to the

public, including non-governmental organizations; Must be able to compile and present detailed administrative presentations and in a concise and fully professional manner; Must possess effectively interpersonal skills in coordinating various administrative services. Must be able to maintain effective working relationships within and outside of the organization, including ICASS Service Providers, and demonstrate excellent teamwork and leadership skills and the ability to work collaboratively with co-workers; Must understand USAID's role as a donor, development organization, and part of the U.S. diplomatic mission to Pakistan. Must be able to help achieve organization's development objectives for Pakistan including helping to constructively strengthen the capacity of local entities where necessary; Must work effectively with local government offices and international partners, all of whom have varying capacity levels.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position and subsequently applies for other positions within USAID/Pakistan.** Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 26, 2015

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.

